



707 Randolph Street, Suite 100 • Napa, CA 94559-2912  
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## Technical Advisory Committee

### AGENDA

**Thursday, January 7, 2010  
2:00 p.m.**

**NCTPA Conference Room  
707 Randolph Street, Suite 100  
Napa CA 94559**

### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the TAC which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.*

*Members of the public may speak to the TAC on any item at the time the TAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the TAC Secretary. Also, members of the public are invited to address the TAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

*This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Alberto Esqueda, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.*

*This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – TAC or go to [www.nctpa.net/m\\_a.cfm](http://www.nctpa.net/m_a.cfm)*

### ITEMS

1. Call to Order
2. Approval of December 3, 2009 Minutes (Pages 6-7)
3. Public Comment
4. TAC Member and Staff Comments
  - Abandoned Vehicle Abatement (AVA) Program Update
  - Transportation for America Efforts Handout(s) Summary & Application Form
  - Annual Program "Call for Projects" for the Napa Region
  - Procurement Results: Short Range Transit Plan & OnCall Engineering

Member Agencies: Calistoga, St. Helena, Yountville, City of Napa, American Canyon, County of Napa  
Napa County Transportation & Planning Agency  
Napa Valley Transportation Authority

**REGULAR AGENDA ITEMS****RECOMMENDATION**

5.	<p>Selection/Nominations of Chair/Vice Chair of the TAC (Diana Vargas) <i>(Pages 8-16)</i></p> <p>TAC members will elect or nominate the Chairman/ Vice Chairman at the meeting and schedule a meeting date to set the February TAC agenda.</p>	ACTION
6.	<p>Local Jurisdiction Passenger Amenities (Tom Roberts) <i>(Pages 17-19)</i></p> <p>TAC will receive a report on the status of the agency's Local Jurisdiction Passenger Amenities project and recommend a funding formula to the NCTPA Board of Directors.</p>	APPROVE
7.	<p>Climate Protection Action Planning (Eliot Hurwitz) <i>(Pages 20-22)</i></p> <p>TAC will continue discussion of next steps in climate action planning</p>	INFORMATION/ APPROVE
8.	<p>NCTPA application to "Campaign for Active Transportation" to include the Napa Valley Vine Trail (Eliot Hurwitz) <i>(Pages 23-27)</i></p> <p>TAC will review resolution of support for NCPTA's application</p>	APPROVE
9.	<p>Arts and Cultural Commission(Eliot Hurwitz) <i>(Pages 28-34)</i></p> <p>TAC will review revisions to ACC bylaws and current activities</p>	APPROVE
10.	<p>Regional Sustainable Communities Strategy – Napa Representation (Eliot Hurwitz) <i>(Pages 35-37)</i></p> <p>TAC will consider Napa representation to this regional deliberative process</p>	APPROVE
11.	<p>Transit Operational Data (Deborah Brunner) <i>(Page 38-41)</i></p> <p>Staff will present Transit Performance Statistics &amp; Goals FY 09/10.</p>	INFORMATION

12. PREVIEW OF UPCOMING NCTPA Board Agenda (*Pages 42-57*)

INFORMATION

**DRAFT NCTPA BOARD OF DIRECTORS AGENDA FOR JANUARY 20, 2010** **RECOMMENDATION**

**8. CONSENT ITEMS (8.1 - 8.11)**

- 8.1 Approval of Meeting Minutes of December 16, 2009  
(Karrie Sanderlin) (*Pages x-xx*)

APPROVE

- 8.2 Approval of the First Amendment of the  
NCTPA/Veolia Agreement #10-01 for Transit  
Services Contract (Deborah Brunner) (*Pages xx-xx*)

APPROVE

Board action will (1) authorize the Executive Director to execute said amendment with the maximum compensation to include up to \$428,000 for bus stop improvements in FY 09/10; (2) allow for the provision of bus stop shelters, bench and amenity purchases by Veolia Transportation or sub-contractor; and (3) installation of shelters, benches and amenities by Veolia Transportation or sub-contractor.

- 8.3 Approval of the Second Amendment of the  
NCTPA/Veolia Agreement #10-01 for Transit  
Services Contract (Deborah Brunner) (*Pages xx-xx*)

APPROVE

Board action will approve a Second Amendment to provide marketing capabilities in an amount not to exceed \$162,033.

- 8.4 FY 08/09 Independent External Audit Report for  
NCTPA (Antonio Onorato) (*Pages xx-xx*)

ACCEPT AND FILE

Board action will accept and file the FY 08/09 NCTPA audit and return \$2,966,927 to the County's Local Transportation Fund.

- 8.5 Evaluation Selection and Recommendation  
Committee (ESRC) Report for Request For  
Qualifications (RFQ) #2009-05 On-Call Engineering  
and Project Delivery Services for the Napa County  
Transportation and Planning Agency (Diana Vargas)  
(*Pages xx-xx*)

APPROVE

Board action will authorize the Executive Director to short-list the top four (4) ranked firms listed in ESRC report to enter into contract to provide On-Call Engineering and Project Delivery Services.

8.6	Approval of Professional Services Agreement (PSA) for a Short Range Transit Plan (SRTP) (Diana Vargas) <i>(Pages xx-xx)</i>	APPROVE
	Board action will authorize the Executive Director to enter into an agreement for a SRTP services contract in an amount not to exceed \$ XX,XXX.	
8.7	Approve of Resolution No. 10-XX Revising the Bicycle Advisory Committee (BAC) Bylaws to Change Meeting Time (Eliot Hurwitz) <i>(Pages xx-xx)</i>	INFORMATION
	Board action will approve change to the meeting time of the BAC.	
8.8	Approve of Resolution No. 10-XX to Revise the Arts Commission Bylaws to Add Members (Eliot Hurwitz) <i>(Pages xx-xx)</i>	APPROVE
	Board action will approve revisions to the Arts Commission Bylaws.	
8.9	Approval of Second Amendment with Jakes Associated Inc. (Deborah Brunner) <i>(Pages xx-xx)</i>	APPROVE
	Board action will authorize the Executive Director to execute said amendment.	
8.10	Approval of Resolution No. 10-XX to endorse NCTPA application to "Campaign for Active Transportation" to include the Napa Valley Vine Trail (Eliot Hurwitz) <i>(Pages xx-xx)</i>	APPROVE
	Board Action will approve resolution of support for NCPTA's application.	
8.11	Local Jurisdiction Passenger Amenities Project (Tom Roberts) <i>(Pages xx-xx)</i>	APPROVE
	Board action will approve the Local Jurisdiction Passenger Amenities Project.	
9.	<b><u>REGULAR AGENDA ITEMS – TRANSPORTATION</u></b>	<b><u>RECOMMENDATION</u></b>
9.1	Transit Efficiency Committee (TEC) Report to the Board (Paul W. Price) <i>(Pages xx-xx)</i>	INFORMATION
	Staff will provide a report of the December 16, 2009 TEC meeting.	

**10    INTERJURISDICTIONAL ISSUES FORUM**

**10.1   Interjurisdictional Issues Discussion Forum and  
Information Exchange**

**INFORMATION**

Members are encouraged to share specific new projects with interjurisdictional impacts

**10.2   Report from the Arts and Cultural Commission**

**INFORMATION**

Commission Vice-Chair Diane Damé Shepp will report on Commission activities in the previous quarter.

**11    CLOSED SESSION**

**11.1   CONFERENCE WITH LEGAL COUNSEL –  
PENDING LITIGATION**

Significant exposure to litigation pursuant to Government Code 54956.9 (a): (1 case). MV Transportation Inc., case number 2650318 of Napa County Superior Court.

**11.2   Public Employees Performance Evaluation  
(Government Code Section 54957)**

Title: Executive Director

**12    ADJOURNMENT**

**RECOMMENDATION**

Approval of Next Regular Meeting Date of Wednesday January 16, 2010 and Adjournment.

**APPROVE**

**13.   Approval of Next Regular Meeting Date of February 4, 2010  
and Adjournment.**

**INFORMATION/  
ACTION**

## Technical Advisory Committee

### MINUTES

Thursday, December 3, 2009

#### ITEMS

##### 1. Call to Order

The meeting was called to order at 2:02 PM

Brent Cooper	City of American Canyon
Michael Throne	City of American Canyon
Graham Woodsworth	Town of Yountville
Charlene Gallina	City of Calistoga
Erik Lundquist	City of Calistoga
Carol Poole	City of St. Helena
Eric Whan	City of Napa
Jean Hasser	City of Napa
Rick Marshall	County of Napa
Hillary Gitelman	County of Napa

##### 2. Approval of Minutes of November 5, 2009

**MSC\* MARSHALL / COOPER** for **APPROVAL** of November 5 2009 minutes with corrections.

##### 3. Public Comment – None

##### 4. TAC Member and Staff Comments

NCTPA staff informed that there will be various call for projects for Local Streets and Roads and TDA 3 bicycle projects in January/February 2010. NCTPA will work on getting a master list of funding from each community and submit it to MTC by April 1, 2010.

Staff provided handouts of the MTC workshop that was held prior to TAC meeting. Staff announced that the Local Streets and Roads are willing to come and walk us through the whole project and see if you have followed the forms provided and guide us to what to do to meet the criteria. Let us know your availability in January/February 2010

NCTPA Staff suggested to TAC members forming a Nominating Committee for Chair and Vice Chair and be brought back to the next TAC meeting in January 2010. TAC members agreed on having the Chair and Vice Chair agendaized rather than having a nominating committee.

**5. Climate Protection Action Framework**  
*Approve*

**MSC\* GITELMAN / POOLE for APPROVAL** of the Climate Protection Action Framework with all changes and additions.

**6. Local Streets and Roads Maintenance Funding Shortfalls**  
*Information Only – No Action Taken*

**7. Approval of Next Regular Meeting Date of January 7, 2010 and Adjournment.**

**MSC\* GITELMAN / WHAN for APPROVAL** of next regular meeting date of January 7, 2010.





January 7, 2010  
TAC Agenda Item 5  
Continued From: New  
**Action Requested: Approve**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Members of the TAC  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Diana Vargas, Deputy Executive Director  
(707) 259-8636 / Email: [dvargas@nctpa.net](mailto:dvargas@nctpa.net)  
**SUBJECT:** Selection/Nomination of Chair/Vice Chair of the TAC

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### **RECOMMENDATION**

By Motion: elect a new Chair and Vice-Chair of the Technical Advisory Committee for an annual term beginning on January 1<sup>st</sup> of each year

### **EXECUTIVE SUMMARY**

On October 21, 2009, the NCTPA Board of Directors approved changes to the Technical Advisory Committee Bylaws. Currently, NCTPA staff sets and presides over the agenda and meetings. The proposed changes do not require any changes to the composition or structure of the committee but rather empowers its members to take on a more active role by directly focusing the agenda on timely transportation related issues. It proposed the election of a Chair and Vice-Chair from within the committee members. NCTPA staff will continue to support the committee's efforts.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? None

### **BACKGROUND AND DISCUSSION**

On October 1, 2009, the Technical Advisory Committee took action and recommended approval of revisions made to the TAC Bylaws to the NCTPA Board of Directors. Below is section pertaining to the election of officers:



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#### Article IV Officers

*Section 4.1 The Committee shall elect from its membership a chairperson and a vice chairperson at its first meeting of the calendar year, to serve for a one-year term. The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The chairperson, in consultation with the Committee staff liaison, may identify items of interest for future committee agendas that are relevant to the Committee's duties and responsibilities. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. In the event of a vacancy in the vice chairperson's position, the Committee shall elect a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.*

*The Committee may appoint a nominating committee to nominate Committee members for the positions of chairperson and vice chairperson. Members willing to serve in either of these positions may submit their names to the nominating committee for nomination. Members may also submit names of other members for nomination. The nominating committee shall verify that members whose names have been submitted are willing to serve in those positions. The nominating committee may submit to the Committee the names of those members whom it has nominated and recommends for election. Notwithstanding these procedures, any member may nominate a member from the floor.*

#### **SUPPORTING DOCUMENTS**

Attachment: (1) TAC Bylaws

## **BYLAWS FOR THE TECHNICAL ADVISORY COMMITTEE**

### **Article I GENERAL PROVISIONS**

#### **§1.1 Purpose**

These Bylaws govern the proceedings of the Technical Advisory Committee (TAC), an advisory committee established by the Board of Directors of the Napa County Transportation and Planning Agency (NCTPA).

#### **§1.2 Construction of Bylaws**

Unless the provisions or the context of these Bylaws otherwise require, the general provisions, rules of construction and definitions set forth in Chapter 1 of the NCTPA Administrative Code shall govern the construction of these Bylaws. As used in these Bylaws, "Committee" means the Technical Advisory Committee. These Bylaws shall govern the Committee's proceedings to the extent they are not inconsistent with NCTPA's Administrative Code or law.

#### **§1.3 Definitions**

- a. As used in these Bylaws, "chairperson" means the chairperson of the Committee.
- b. As used in these Bylaws, "vice chair" means the vice chairperson of the Committee.
- c. As used in these Bylaws, "staff" means the staff of the Napa County Transportation & Planning Agency.
- d. As used in these Bylaws, "Board" means the Board of Directors of the Napa County Transportation & Planning Agency.
- e. As used in these Bylaws, "Member Agency" means the County of Napa or a city or town within the County.

### **Article II DUTIES AND AUTHORITY**

#### **§2.1 Duties**

It shall be the duty of the Committee to advise the Board of Directors on major policy and technical issues related to NCTPA projects and programs which are referred to the Committee either by the Board or the Executive Director or which are raised by the Committee upon its own initiative. It shall be the members' responsibility to keep their respective appointing agencies informed of key issues, facilitate communication

between those agencies and NCTPA, and to help build the consensus necessary to make policy decisions.

## **§2.2 Limitations on Authority**

The Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind NCTPA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

## **Article III MEMBERSHIP**

### **§3.1 Membership**

The Committee shall be composed of 12 members and their alternates, each of whom shall be a staff member from each Member Agency. Two members and two alternate shall be appointed by the chief administrative officer of each Member Agency and shall serve at the pleasure of the Member Agency. In addition, NCTPA, Paratransit Coordinating Council, the Metropolitan Transportation Commission, and the California Department of Transportation (Caltrans) may each appoint one ex-officio member and one alternate, who shall not be counted for purposes of establishing a quorum and who shall have no voting rights.

<b><u>Agency</u></b>	<b><u>Delegates (Alternates)</u></b>	
City of American Canyon	2	(2)
City of Calistoga	2	(2)
City of Napa	2	(2)
City of St. Helena	2	(2)
County of Napa County	2	(2)
Town of Yountville	2	(2)
Paratransit Coordinating Council	1	(1)
Metropolitan Transportation Commission	1	(1)
Caltrans	1	(1)

### **§3.2 Members' Terms**

Members and alternates to the Committee shall serve continuously until resignation or replacement by their respective appointing authorities.

### **§3.3 Vacancies**

Vacancies shall be filled by the body which made the original appointment.

## **Article IV OFFICERS**

### **§4.1 Chairperson and Vice Chairperson**

The Committee shall elect from its membership a chairperson and a vice chairperson at its first meeting of the calendar year, to serve for a one-year term. The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The chairperson, in consultation with the Committee staff liaison, may identify items of interest for future committee agendas that are relevant to the Committee's duties and responsibilities. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. In the event of a vacancy in the vice chairperson's position, the Committee shall elect a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.

The Committee may appoint a nominating committee to nominate Committee members for the positions of chairperson and vice chairperson. Members willing to serve in either of these positions may submit their names to the nominating committee for nomination. Members may also submit names of other members for nomination. The nominating committee shall verify that members whose names have been submitted are willing to serve in those positions. The nominating committee may submit to the Committee the names of those members whom it has nominated and recommends for election. Notwithstanding these procedures, any member may nominate a member from the floor.

### **§4.2 Staff Resources**

The NCTPA shall furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other documents and shall assign an employee to attend each meeting of the Committee to serve in the capacity as the Committee's staff. The NCTPA shall maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided in these Bylaws.

## **Article V MEETINGS**

### **§5.1 Regular Meetings**

Regular meetings shall be held at such time and place and may from time to time be determined by the TAC.

### **§5.2 Special Meetings**

A special meeting may be called by the chairperson. The meeting may be called and noticed as provided in Section 5.3 below. (For a general description of the noticing procedures, see the Rules of Procedure of the Board of Directors.)

### **§5.3 Calling and Noticing of Meetings**

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Executive Director and General Counsel shall be given notice of all meetings. The Committee shall meet at least once a month, unless the Committee's activities are suspended.

### **§5.4 Quorum; Vote; Committee of the Whole**

A majority of the voting powers shall constitute a quorum for the transaction of business at any meeting of the TAC. All acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the total membership present. At any regularly called meeting not held because of a lack of a quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the committee members present. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

### **§5.5 Alternates**

If a Committee member represented by an alternate is absent from all or a portion of a meeting, the alternate shall be seated in that Committee member's seat and vote in the place of the absent member. An alternate shall be counted as part of the Committee quorum only when seated in the place of an absent member.

### **§5.6 Thirty Minute Rule**

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting, support staff may be excused from further attendance at the meeting.

### **§5.7 [Reserved]**

### **§5.8 Matters Not Listed On the Agenda Requiring Committee Action**

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda only upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action AND the need to take action came to the attention of the Committee subsequent to the agenda being posted.

### **§5.9 Time Limits for Public Speakers**

Each member of the public appearing at a Committee meeting may be limited to three minutes in his or her presentation, unless the chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation.

### **§5.10 Impertinence; Disturbance of Meeting**

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

### **§5.11 Access to Public Records Distributed at Meeting**

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by NCTPA or a member of the Committee, or after the meeting if prepared by some other person.

## **Article VI AGENDAS AND MEETING NOTICES**

### **§6.1 Agenda Format and Content**

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item.

Items may be referred for inclusion on an agenda by: (1) the NCTPA Board of Directors; (2) the NCTPA Executive Director; (3) the Committee Chairperson; and (4) the Committee, with a quorum present and upon the affirmative vote of a majority of the members present. The order of business shall be established by the chair and vice chair with the approval of the NCTPA Executive Director.

### **§6.2 Public Comments**

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the



agenda item heading "Public Comment." The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

### **§6.3 Agenda Preparation**

The NCTPA Administrative Assistant shall prepare the agenda for each meeting in consultation with NCTPA staff and the chairperson. Material intended for placement on the agenda shall be delivered to the NCTPA Administrative Assistant on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The NCTPA Executive Director may withhold placement on the agenda of any matter which is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

### **§6.4 Agenda Posting and Delivery**

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the NCTPA Administrative Assistant at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the NCTPA Administrative Assistant at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be delivered to each Committee member, the Executive Director and General Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

### **§6.5 Meeting Notices**

The NCTPA Administrative Assistant shall mail notice of every regular meeting, and every special meeting which is called at least one week prior to the date set for the meeting, to each person who has filed with NCTPA a written request for notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as the NCTPA staff deems practical.

## **Article VII MISCELLANEOUS**

### **§7.1 Adoption and Amendment of Bylaws**

These Bylaws shall be adopted and amended by the Committee by the affirmative vote of a majority of its total authorized membership and with the approval of the Board of Directors.



## **§7.2 Robert's Rules**

All rules of order not herein provided for shall be determined in accordance with *Robert's Rules of Order*, latest edition.

Adopted by the Board 3/18/98

Adopted by the Board *pending*



January 7, 2010  
TAC Agenda Item 6  
Continued From: New  
**Action Requested: Approve**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Members of the TAC  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Tom Roberts, Manager of Planning and Programming  
(707) 259-8782 / mail: [troberts@nctpa.net](mailto:troberts@nctpa.net)  
**SUBJECT:** Local Jurisdiction Passenger Amenities

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### **RECOMMENDATION**

Recommendation that the TAC receive a report on the status of the agency's Local Jurisdiction Passenger Amenities project and recommend a funding formula to the NCTPA Board of Directors.

### **EXECUTIVE SUMMARY**

In the interest of enhancing the experience of passengers using public transit, NCTPA has secured \$309,961 in STA Lifeline funding for the installation of bus shelters and related passenger amenities. These funds, in combination with the required local match, result in \$387,451 being available to local jurisdictions for passenger improvements.

Because the agency has a separate grant pending for similar improvements within the City of Napa and the unincorporated County, staff recommends these STA Lifeline and matching funds be made available to the cities of American Canyon, St. Helena, Calistoga, and the Town of Yountville. However, this approach necessitates developing a consensus regarding the equitable apportionment of funds to the respective jurisdictions.

Staff has proposed three formula options for disbursement: equal shares; population based; 50% baseline-50% population. These proposed approaches are not intended to be exhaustive of all possible allocation formulas. Rather, they serve as a method for focusing discussion. Staff is seeking consensus on a disbursement formula from the TAC in order to make a recommendation to the NCTPA Board of Directors.

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? Yes. NCTPA will allocate \$387,451 in STA Lifeline and TDA funds to local jurisdictions.

### **BACKGROUND AND DISCUSSION**

A combination of \$387,451 in STA Lifeline and TDA funding is available to add and/or upgrade bus shelters and related passenger amenities throughout the county. Because the agency has a separate grant pending for similar improvements within the City of Napa and the unincorporated County, staff recommends these STA Lifeline and matching funds be made available to the cities of American Canyon, St. Helena, Calistoga, and the Town of Yountville respectively.

Because local aesthetic and design considerations vary by community, staff's approach to implementation of the project is to treat the funds like "mini block grants" to the local jurisdictions. Given there are literally hundreds of stock bus shelter designs available from various vendors, NCTPA will defer to each local jurisdiction to select both the number of shelters and the design approach determined suitable to the unique character of their communities. In addition, NCTPA will defer to the local jurisdictions to handle all aspects of shelter procurement and installation. NCTPA will review each project for ADA compliance and bus access prior to authorizing the jurisdictions to proceed with their projects. Finally, NCTPA would request that when selecting shelter designs, local jurisdictions are pragmatic and mindful of such issues as appropriate lighting, vandalism, and the costs associated with on-going maintenance.

Once each jurisdiction has selected their design(s), developed their local implementation plan and received authorization to proceed from NCTPA, they will have until September 1, 2010 to complete their installations. Upon presentation of documentation of actual project costs, NCTPA will reimburse each jurisdiction up to the value of their respective allocation.

The approach outlined above necessitates developing a consensus regarding the equitable apportionment of the \$387,451 available to the respective jurisdictions. Staff has proposed three options for disbursement:

- Equal shares
- Population based
- 50% baseline / 50% population

These proposed approaches are not intended to be exhaustive of all possible allocation formulas. Rather, they serve as a method for focusing discussion. Staff is seeking consensus on a disbursement formula from the TAC in order to make a recommendation to the NCTPA Board of Directors.

See chart on next page.

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**Apportionment Options**

Local Jurisdiction Passenger Amenities	Equal Disbursements	Population Based	50% Baseline 50% Population
<b>American Canyon</b>	\$96,863	\$158,855	\$127,859
<b>Calistoga</b>	\$96,863	\$81,365	\$89,114
<b>St. Helena</b>	\$96,863	\$96,863	\$96,863
<b>Yountville</b>	\$96,863	\$50,369	\$73,616
<b>Total</b>	\$387,451	\$387,451	\$387,451

**SUPPORTING DOCUMENTS**

None.



January 7, 2010  
TAC Agenda Item 7  
Continued From: New

**Action Requested: INFORMATION/APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Eliot Hurwitz, Program Manager – Transportation and Land Use  
(707) 259-8782 / Email: [ehurwitz@nctpa.net](mailto:ehurwitz@nctpa.net)  
**SUBJECT:** Climate Protection Action Plan

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### **RECOMMENDATION**

Forward a scope of work for a Climate Action Plan Template to the NCTPA Board

### **EXECUTIVE SUMMARY**

The Napa Countywide Climate Protection program is a coordinated effort of all six Napa jurisdictions, funded via a grant obtained by NCTPA from the Bay Area Air Quality Management District and augmented by additional funding from the Community Foundation of Napa Valley.

Initial GHG footprint assessments were completed in 2009 and a public review draft of a comprehensive "Climate Action Framework" has been accepted by the NCTPA Board as the basis of further public consideration.

### **FINANCIAL IMPACT**

Implementation of the various actions contained in the Preliminary Draft Climate Protection Action Plan will involve a wide range of potential costs both to government jurisdictions and to the community.

### **BACKGROUND AND DISCUSSION**

The six jurisdictions in Napa are considering the issue of Global Warming/Climate Protection/Energy Efficiency at a time of increased awareness and activity in Napa, in California, the nation and the world. At a national level, the new administration has signaled a change in national priorities, pledging to implement a national cap-and-trade program to reduce greenhouse gas emissions 80 percent by 2050 and to make the

U.S. a "leader on climate change". The most recent scientific reports continue to emphasize the critical nature of the challenge.

Among the broad range of local initiatives are:

- the local non-profit, Sustainable Napa County which is working with the county's building and hospitality industries, among other initiatives
- the Napa Green Business Program, spearheaded by Napa County
- the "Napa Green" programs of the Napa Valley Vintners
- other programs such as green building programs and ordinances.

Climate issues locally have been given particular urgency by the passage of the California Global Warming Solutions Act of 2006 (aka AB 32) which has mandated a reduction in statewide greenhouse gas emissions to 1990 levels by 2020 (equivalent to a 15% reduction from 2005 levels) with further aggressive reduction targets by 2050. On a parallel track, SB 375 mandates coordinated regionwide transportation/land use planning to reduce greenhouse gas emissions.

Responding to the interests of local citizens and elected leadership, as well as in response to the anticipated, if still unclear, requirements of SB 375 and AB32, and in order to provide assistance to our local jurisdictions in addressing climate protection issues, NCTPA has coordinated the cooperative development of the Draft Countywide Community Climate Action Framework, released in draft form on December 16, 2009 which includes a list of 53 actions common to all jurisdictions in the county. During the process of developing the Framework additional, more detailed, jurisdiction-specific actions were also discussed.

The TAC suggested that the Framework be understood as a broad policy framework, with a comprehensive description of the issues involved. The TAC further requested NCTPA to draft a Scope of Work to develop a coordinated set of more detailed, jurisdiction-specific Action Plans that could serve each jurisdiction's needs for a project-level climate action plan that would be compatible with CEQA requirements.

At its December 2009 meeting, the NCTPA Board requested staff to continue to work with TAC members to develop a "template" for the next level of climate action plans that could be developed providing for uniformity across all of Napa's jurisdictions.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Draft Scope of Work for Project Level Climate Action Plans

## **Development of Template for Jurisdiction-Specific Climate Action Plans Draft Scope of Work**

Task 1: Provide a Napa-wide template for local documents that meet the requirements for a "CEQA-qualified" climate action plan. Elements of the template will include

- Updated and refined inventories of existing (2005) & projected future (2020) emissions for jurisdictions, as needed, under a "business as usual" scenario
- Updated and refined emission reduction targets consistent with AB 32
- Assessment of reasonably foreseeable regional, state, and federal actions & quantification of their effectiveness when combined with local strategies;
- Refinement of each jurisdiction's existing list of locally implementable emission reduction strategies & estimate their effectiveness;
- Recommend additional measures needed to meet emission reduction target(s) and additional studies needed, if any;
- Provide placeholder examples for additional reduction strategies to meet reduction targets
- Explanation of the basis for emission reduction targets

Task 2: Suggest an approach to implementation and monitoring of the Plan, addressing emission reductions and adaptation to climate change over time; and

Task 3: Provide technical appendices supporting the assumptions and methodologies utilized.

A concise, accessible, and legally defensible work product is desired in a relatively short time frame.

There is limited funding for this project, which is expected to build on and supplement the existing plans and studies including:

- A recent County-wide effort lead by the Napa County Transportation & Planning Agency (NCTPA) and their consultants, MIG and Climate Protection Campaign, which resulted in an inventory of green house gas emissions (GHG) and a first draft climate action framework. This planning effort used the ICLEI methodology and quantified the effectiveness of several community-wide actions or goals.
- A comprehensive update (2008) to Napa County's General Plan containing an estimate of GHG emissions and a forecast of changes in land cover types (e.g. urban, forest, vineyard) over the life of the plan (i.e. 2005 to 2030). In the General Plan itself, the County committed to develop an emissions inventory and an emission reduction plan.
- Climate Action Plans currently being produced by Napa County and the City of Napa
- Draft Climate Protection element of the St. Helena General Plan





January 7, 2010  
TAC Agenda Item 8  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Eliot Hurwitz, Program Manager – Transportation and Land Use  
(707) 259-8782 / Email: [ehurwitz@nctpa.net](mailto:ehurwitz@nctpa.net)  
**SUBJECT:** NCTPA application to “Campaign for Active Transportation” to  
include the Napa Valley Vine Trail

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### **RECOMMENDATION**

Endorse the attached “Case Statement” for the Napa Valley Vine Trail Coalition’s application to the National Rails to Trails Conservancy for inclusion in their Campaign for Active Transportation and pass on to NCTPA Board for their further endorsement.

### **EXECUTIVE SUMMARY**

The proposed Case Statement describes the Napa Valley Vine Trail as county-wide trail system. It outlines the need, the community response to meet that need, the plan, its costs, its unique funding approach and the benefits of completing it. The Case Statement proposes that the Campaign for Active Transportation and the next Federal Transportation Funding Bill help the Vine Trail Coalition achieve its goal of transforming active transportation in the Napa Valley.

### **FINANCIAL IMPACT**

None

### **BACKGROUND AND DISCUSSION**

The Campaign for Active Transportation aims to expand the ***Non-motorized Transportation Pilot Program*** in the current transportation bill (SAFETEA-LU) in the next federal transportation reauthorization, expected to come before congress next year. The goal is to fund dozens of communities across the country with \$50 million each to promote trails, walking and biking for improved mobility. More generally, the

campaign aspires to elevate the importance of trails, walking and biking as mainstream transportation options.

A group of "engaged communities" has been developed, each of which has submitted a "case statement" arguing for the need for investments on the local level. The proposed Napa Valley Vine Trail Coalition Case Statement is an application for inclusion in this list of engaged communities.

Rails to Trails has produced a comprehensive "**Active Transportation for America**" report that makes the case for such projects on a national level, demonstrating savings of tens of billions of dollars annually with increased investment in walking and bicycling.

The Campaign for Active Transportation was officially launched in August 2007 and is training advocates from across the country to make the case for trails, walking and biking in their communities, using the following themes:

- Mobility
- Public Health
- Economic Development
- Climate
- Family & Community

### **SUPPORTING DOCUMENTS**

- Attachments:
- (1) Napa Valley Vine Trail Coalition "Case Statement" to the National Rails to Trails Conservancy (will be provided at the TAC meeting and available on the NCTPA website)
  - (2) Letters of support from the Friends of the Napa River and the Calistoga Vitality Group



December 23<sup>rd</sup>, 2009

To: NCTPA Board of Directors

Re : Napa Valley Vine Trail Case Statement

Dieter Deiss  
President

Susan Hoffman  
Vice-President

Bob Fiddaman  
Secretary

Kent Domogalla  
Treasurer

Bob Beck  
Director

George Caloyannidis  
Director

Denis Sutro  
Director

I am a member of the Board of Directors of the *Calistoga Vitality Group* and I am writing to you in support of the Napa Valley Vine Trail's Case Statement to build a network of 3 interconnected non-motorized trails to span the Napa Valley.

My organization is represented on the Board of the Napa Valley Vine Trail Coalition. We are intimately aware of the content and plans contained within this Case Statement. We know that the Napa County Transportation and Planning Agency is partnering with the Vine Trail Coalition to request Transportation Bill funding to support the design and construction of this Napa Valley wide multi-use trail system. I would like to formally add the support of the *Calistoga Vitality Group* to this request for Transportation Bill funding of the Napa Valley Vine Trail.

The Napa Valley is desperately in need of this trail network. We are the third most visited destination in all of California with 4.7 million visitor days per year, yet our small valley has only 2 north south roads that are rated low or very low on the Bicycle Level of Service (BLOS) index. We live in the foremost wine producing region in the country, and have protected our agricultural future with the nation's first Agricultural Preserve. Building more and more roads in our community is not an option.

The citizens and organizations of the Napa Valley are fully behind the Vine Trail as shown by our willingness to provide local matching funds through philanthropy. This is unprecedented and a model for the nation that should be supported and encouraged. Already the Coalition has secured over \$1 Million in pledges and donations from over 300 individuals in the Napa Valley.

Please let me know if I can provide any additional information to show we are in full support of this unique public-private partnership project.

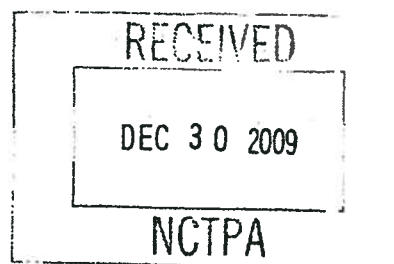
Sincerely,

Dieter Deiss, President

CALISTOGA  
VITALITY  
GROUP, INC.

1332 Lincoln Ave.  
Calistoga, CA 94515  
Ph: 707.942.6510  
Fax: 707.942.1201

cc. Chuck McMinn, Napa Valley Vine Trail Coalition



# Friends of the Napa River

68 -B Coombs Street, Napa, CA 94559  
Phone 707-254-8520  
www.friendsofthenapariver.org  
info@friendsofthenapariver.org

December 22, 2009

**Honorary  
Advisory Board:**

Leslie Barnes  
Moir Johnston Block  
Neil Bowman-Davis  
Suzanne Easton  
Mel Engle  
David Garden  
Roger Hartwell  
Ralph Ingols  
Harold Kelly  
Tony Norris  
Rudolf Ohlemutz  
Mike Rippey  
Judith Sears  
Ginny Simms  
Barbara Stafford

**Board of  
Directors**

Myrna Abramowicz  
(**Treasurer**)  
Karen Bower Turjanis  
Barry Christian  
Shari Gardner  
David Graves  
Jim Hench  
Bernhard Krevet  
(**President**)  
Arvis Northrop  
Laurie Puzo  
Kent Ruppert  
Chuck Shinnamon  
Kevin Trzcinski  
Francie Winnen  
(**Vice-President**)  
Tim Yarish  
(**Vice-President**)

**Napa County Transportation and Planning Agency**

**Eliot Hurwitz**

**Program Manager for Transportation, Land Use and Climate**

**707 Randolph St,**

**Napa, CA 94559**

Via Email: ehurwitz@nctpa.net

***Re: Napa Valley Vine Trail Case Statement Support***

Dear Eliot,

Friends of the Napa River (FONR) is represented on the Board of the Napa Valley Vine Trail Coalition. We are intimately aware of the content and plans contained within the Case Statement. We know that the Napa County Transportation and Planning Agency is partnering with the Vine Trail Coalition to request Transportation Bill funding to support the design and construction of this Napa Valley wide multi-use trail system.

**I would like to formally add the support of Friends of the Napa River to this request for Transportation Bill funding of the Napa Valley Vine Trail.**

This is a very exciting project, not just for the Napa Valley, but for the whole San Francisco Bay area, as it will provide a green, car-free way for both residents and tourists from as far away as San Francisco to experience the beauty of the Napa Valley. This trail system will connect to the existing American Canyon, Napa, Yountville and Calistoga trails as well extending the Bay and Ridge Trails and will offer tremendous benefits for transportation, bicycle safety, recreation and healthy life choices to us all.

The Napa Valley Vine Trail will beautifully complement the "Napa River Water Trail" the designs for which FONR submitted to the Napa County Board of Supervisors in 2005. It identifies 27 existing and potential boating facilities along the Napa River to connect adjacent facilities and access to (walking/biking) trails. (Document available upon request.)

The Napa Valley is desperately in need of this trail network. We are the third most visited destination in all of California with 4.7 million visitor days per year,

yet our small valley has only 2 north south roads that are rated low or very low on the Bicycle Level of Service (BLOS) index.

This trail network will be a huge benefit to our agricultural environment, eliminating an estimated 150,000 vehicle trips per year. We need this relief for our congested highways and to give our citizens an alternative to traverse the Valley.

The Vine Trail is exactly the type of non-motorized alternative that the next Federal Transportation Bill should encourage and endorse. The case statement presents a holistic solution that will tie the disparate Class 1 facilities of the Napa Valley into a single interconnected network and transform transportation in Napa Valley

We live in the foremost wine producing region in the country, and have protected our agricultural future with the nation's first Agricultural Preserve. Building more and more roads in our community is not an option. We must make a transformational shift to non-motorized, public transportation linked trails to help mitigate the effects of the over 3,000,000 visitors a year who come to the Napa Valley to enjoy its rural ambiance and fine wines. The Vine Trail is key to our future.

The citizens and organizations of the Napa Valley are fully behind the Vine Trail as shown by our willingness to provide local matching funds through philanthropy. This is unprecedented and a model for the nation that should be supported and encouraged. Already the Coalition has secured over \$1 Million in pledges and donations from over 300 individuals in the Napa Valley.

Please let me know if I can provide any additional information to show we are in full support of this unique public-private partnership project.

Sincerely,



Bernhard Krevet,  
President  
Friends of the Napa River

cc. Chuck McMinn, Napa Valley Vine Trail Coalition, <chuck@vineyard29.com>  
FONR Board Rep. Barry Christian <barryislearning@comcast.net> et al.



January 7, 2010  
TAC Agenda Item 9  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Eliot Hurwitz, Program Manager – Transportation and Land Use  
(707) 259-8782 / Email: [ehurwitz@nctpa.net](mailto:ehurwitz@nctpa.net)  
**SUBJECT:** Amendment to Bylaws of Napa County Arts and Cultural Commission

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### **RECOMMENDATION**

Approve resolution amending the bylaws of the Napa County Arts and Cultural Commission

### **EXECUTIVE SUMMARY**

Since its inception, principle staffing has been provided to the Napa County Arts and Cultural Commission by "Arts Council Napa Valley." Due to recent reductions in funding and staffing, the Arts Council is no longer able to provide the same level of service. Given continued strong community support for the Commission and given limited NCTPA staff support capacity, the Commission would like to expand its membership by two additional at-large members to be able to recruit active membership that would assume an additional level of organizational support.

### **FINANCIAL IMPACT**

None

### **BACKGROUND AND DISCUSSION**

In 2007 the NCTPA Board established a Countywide Arts and Culture Commission. The Commission is currently made up of nine members – six appointees from each jurisdiction and three at large appointees designated by the NCTPA Board. These appointments have all been made and ratified by the NCPTA Board. The day to day

administration of the Arts and Cultural Commission has been provided to date by the Arts Council Napa Valley.

Due to recent reductions in funding and staffing, the Arts Council is no longer able to provide the same level of service to the Commissions. Given continued strong community support for the Commission and given limited NCTPA staff support capacity, the Commission would like to expand its membership by two additional at-large members to be able to recruit active membership that would assume an additional level of organizational support.

Applications for membership to the commission would be advertised by NCTPA in January and would be brought to the NCTPA Board for selection at their February meeting.

### **SUPPORTING DOCUMENTS**

- Attachments:
- (1) Proposed Revised Bylaws of the Napa County Arts and Cultural Commission
  - (2) Draft Resolution Amending Bylaws of the Napa County Arts and Cultural Commission



## NAPA COUNTY COMMISSION FOR ARTS & CULTURE

### BYLAWS

#### Article I - NAME

The name of this committee shall be the Napa County Commission for Arts & Culture (NCCAC). Establishment of the committee is authorized under section 4.4.4 of the Joint Powers Agreement of the Napa County Transportation and Planning Agency.

#### Article II – PURPOSE AND SCOPE

**The mission of the Napa County Commission for Arts and Culture is to provide vision, leadership and inspiration that recognizes the arts as essential and integral to the balance and vitality of Napa County communities.**

The NCCAC serves as the primary advisory body to the Napa County Transportation and Planning Agency for arts and cultural planning. Its objective will be to actively assist in the discussion, promotion, and development of the arts to meet the needs of residents of and visitors to the communities of Napa Valley.

The NCCAC functions as the liaison between the arts community, government, business and philanthropic leaders, community developers and the public at-large. The NCCAC advises and makes recommendations on matters pertaining to arts and culture programs. In this capacity, the NCCAC may:

- Recommend promotion and expansion of public awareness of and access to the quality arts and arts opportunities possible.
- Actively advance ventures for funding, marketing and production of arts and culture programs.
- Foster the promotion and marketing of the arts and culture programs for residents and visitors of the Napa Valley.
- Recommend programs in the arts authorized by the County and Cities and assist in the development and implementation thereof.
- Promote the development and implementation of Public Art Policies of the County of Napa, American Canyon, Napa, Yountville, St. Helena and Calistoga.
- Encourage the development and implementation of programs in arts education for the youth and adults of Napa County.

- Facilitate the collaboration in the arts on a countywide basis.
- Promote interaction, dialogue, discussion, and lasting relationships between artists, arts groups, and the public.
- Encourage:
  - participation in the arts by diverse cultural groups
  - accessibility to the arts by all.
- Foster and support public awareness of the arts and culture as a valuable economic benefit to our community.
- Facilitate the implementation of arts and cultural programs or projects as directed by the NCTPA Board.

### **Article III - COMPOSITION-QUALIFICATION AND TERMS**

All Commission Members shall be appointed by the Napa County Transportation and Planning Agency Board, and shall serve at the pleasure of the Napa County Transportation and Planning Agency.

The Commission will consist of eleven (11) members. It is strongly recommended that each Commissioner either practices in the field of architecture, visual arts, performing arts, public art, literary arts, art history, historic preservation, arts administration, or has a demonstrated knowledge of and appreciation for cultural and artistic activities. It is also recommended that the Commission Board represent a broad range of artistic and cultural disciplines. In addition, Commissioners should demonstrate an understanding of strategic work, vision and an ability to make change happen.

All Commissioners shall reside in Napa County.

It is intended that the Commission shall include one representative from each NCTPA Member Agency, nominated by that Agency for a total of six (6). In the event that a Member Agency cannot forward a sufficient number of nominees or a nominee does not qualify then a member may be appointed by the Board without a nomination from the jurisdiction and without regard to the individual's jurisdiction of residence.

The remaining five (5) Commission Members shall be selected at-large by the NCTPA Board.

All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent all the citizens of Napa communities in their work as advisory committee members.

The term of appointment shall be for three years, which may be renewed for no more than two

consecutive three-year terms.

#### **Article IV - MEMBERSHIP WITHDRAWAL**

Membership may be withdrawn for any of the following reasons at the direction of the NCTPA Executive Director:

1. Three (3) consecutive unexcused absences or five (5) absences in an eighteen month period from regularly schedule meetings.
2. Misrepresentation at time of appointment with respect to artistic endeavor.
3. If the member does not reside in Napa County.

#### **Article V - OFFICERS AND DUTIES**

The committee members will elect a Commission Chair and Vice-Chair by a majority of the members present at the first meeting of each calendar year. A quorum of five (5) voting members is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will preside. In the unlikely event both Chair and Vice-Chair are absent; the Commission shall appoint a temporary Chair from the attending Members.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full Commission. Ad hoc committees must have less than a quorum of Commission members and are therefore exempt from the requirements of the Brown Act. The Commission may direct the ad hoc committee on how to fulfill its function or when it should meet.

The Chair or delegate of the Commission may make presentations to the NCTPA Executive Director and/or the Board of Directors at milestone points in various projects or when the Commission as a whole has identified items and directed that such a communication occur.

#### **Article VI - MEETINGS**

The Commission will meet monthly, unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters. Meetings will be held at a date, time and place as set by resolution of the NCTPA.

All Commission meetings will be held in accordance the Ralph M. Brown Act (Government Code section 54950 et seq.). Agenda items will be agreed upon by the Chair, or upon motion of the Commission. Any Commission member may make recommendations for the agenda either to the Chair or to the Arts Council Napa Valley representative prior to the agenda being set.

Those items not on the agenda may be discussed during the member comment section on the agenda. Each meeting will have an open discussion period and an opportunity for public comment.

Each member shall have one vote.

A quorum shall consist of five (5) voting members.

All actions of the Commission shall require the approval of a majority of the quorum.

A majority vote of the quorum shall be necessary to present an issue to the NCTPA Board of Directors.

The NCTPA Executive Director may present or ask the Chair (or designee) to make presentations to the NCTPA Board of Directors from time to time.

#### **Article VII - PARLIAMENTARY PROCEDURE**

The rules contained in "Standard Code of Parliamentary Procedure", by A. Sturgis, shall govern the Commission in all cases to which they are applicable, and not inconsistent with the Bylaws of the Commission.

Public Notice of all meetings shall be given pursuant to the Brown Act in compliance with the 72-hour posting deadline for regular meetings and the 24-hour deadline for special meetings.

#### **Article VIII - PROHIBITED ACTIVITIES**

No individual member shall represent the Commission to the general public or at a NCTPA Board meeting without majority vote of a quorum at a Commission meeting prior to the representation.

No Commission member will represent NCTPA to the general public without consent of the Executive Director (or designee) prior to the representation.

#### **Article IX – ADMINISTRATIVE SUPPORT**

Administrative support for the Commission including providing minutes, mailing agendas to members, and any other related duties shall be provided by Commission members on a volunteer basis. NCTPA will not provide funding, staff or other tangible assets to the Commission, except as directed by the NCTPA Board, with the exceptions of a location for meetings, incidental copying, utilities for those meetings and ancillary staff time not to exceed 0.02 person years per year.

**RESOLUTION No. 10-XX**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AMENDING THE BYLAWS OF THE  
NAPA COUNTY ARTS AND CULTURAL COMMISSION**

**WHEREAS**, the Napa County Transportation Planning Agency has established the Napa County Arts and Cultural Commission (the Commission); and

**WHEREAS**, the bylaws of the Commission currently provide for a total of nine (9) members, six(6) nominated by jurisdiction and three (3) at-large nominated directly to the NCTPA Board ; and

**WHEREAS**, the bylaws of the Commission currently provide for staff support to the Commission to be provided by Arts Council Napa Valley; and

**WHEREAS**, Arts Council Napa Valley is no longer able to provide such administrative support;

**NOW THEREFORE BE IT RESOLVED** that the bylaws of the Napa County Arts and Cultural Commission be revised to expand the at-large membership to five (5) members, and the administrative duties be now assigned directly to Commission membership.

Passed and adopted this 20<sup>st</sup> day of January, 2010.

\_\_\_\_\_  
James Krider, NCTPA Chair

Ayes:

ATTEST:

Noes:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

Absent:

APPROVED:

\_\_\_\_\_  
Susan McGuigan, NCTPA Legal Counsel



January 7, 2010  
TAC Agenda Item 10  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Eliot Hurwitz, Program Manager – Transportation and Land Use  
(707) 259-8782 / Email: [ehurwitz@nctpa.net](mailto:ehurwitz@nctpa.net)  
**SUBJECT:** Sustainable Communities Strategy Regional Advisory Working  
Group – Napa Representation

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### **RECOMMENDATION**

Endorse Napa representation on the Regional Advisory Working Group for the Bay Area Sustainable Communities Strategy

### **EXECUTIVE SUMMARY**

The Joint Policy Committee has requested representation from each county's planning directors group on a new Regional Advisory Working Group for the Bay Area Sustainable Communities Strategy. TAC action will appoint Napa's representative.

### **FINANCIAL IMPACT**

Is there a fiscal impact? No.

### **BACKGROUND AND DISCUSSION**

In September 2009, the Joint Policy Committee (JPC) adopted Policies for the Bay Area's Implementation of Senate Bill 375. Central to the implementation of SB 375 is the Sustainable Communities Strategy (SCS). The SCS is an integrated transportation and land-use plan which is required to accommodate a twenty-five-year projection of the region's housing need (including housing for all economic segments of the population) while simultaneously reducing greenhouse-gas emissions from automobiles and light trucks to target levels specified by the California Air Resources Board (CARB).

SB 375 specifies that the Bay Area Sustainable Communities Strategy be prepared by the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation

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Commission (MTC) and that it be adopted by MTC as part of the Regional Transportation Plan (RTP). The Regional Housing Needs Allocation (RHNA) adopted by ABAG must also be consistent with the Sustainable Communities Strategy. However, the regional agencies, individually and collectively, have very little authority over land use. That authority rests almost exclusively with local governments. A realistic transportation and land-use strategy can, therefore, only be prepared with local governments participating as partners and co-leaders. The adopted Policies speak at length to building and nurturing that local-government partnership.

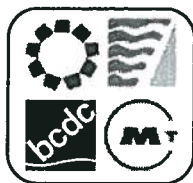
The Regional Advisory Working Group will be largely a staff –level working group and will serve to assist in the development of work products that go forward to a CEO Committee of the directors of each of the four JPC regional agency members. The JPC has asked that each CMA designate a staff member and that each county select one planning, community development, redevelopment or other responsible land use professional to participate in an SCS-related Regional Advisory Working Group. The Napa CMA member will be Eliot Hurwitz.

The working group will most likely meet several times a year over the next 2-3 years on an ad-hoc basis, mostly to guide key milestone products as defined by SB 375. The JPC anticipates the first committee meeting to be held in early 2010, and has requested nominations in January 2010.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Letter from Joint Policy Committee Requesting Representation on the Working Group





Association of Bay Area Governments  
Bay Area Air Quality Management District  
Bay Conservation and Development Commission  
Metropolitan Transportation Commission

Joseph P. Bort MetroCenter  
101 Eighth Street  
P.O. Box 2050  
Oakland, CA 94607-4756  
(510) 464-7942  
fax: (510) 433-5542  
tedd@abag.ca.gov  
www.abag.ca.gov/jointpolicy

## JOINT POLICY COMMITTEE — REGIONAL PLANNING PROGRAM

December 14, 2009

Hillary Gitelman, Planning Director  
County of Napa  
County Administration Building, Suite 210  
1195 Third Street  
Napa, CA 94559

Dear Ms. Gitelman:

We would like Napa County's participation in the development of the Bay Area's Sustainable Communities Strategy (SCS). The SCS is required by Senate Bill 375 (Steinberg) and we expect that it will change regional and local planning in our region. It will certainly transform the way we forecast growth, update local housing elements and zoning codes, and assess our long-term transportation investments.

As a way of guiding the SCS, we are creating both a CEO Committee and a Regional Advisory Working Group. The CEO Committee will be composed of the executive directors of the regional agencies (Metropolitan Transportation Commission, Association of Bay Area Governments, Bay Area Air Quality Management District, and Bay Conservation and Development Commission), the executive directors of each county Congestion Management Agency, a city manager representing the jurisdictions in each county, and the city managers from the Bay Area's three largest cities.

The Regional Advisory Working Group will be largely a staff-level working group and will serve to assist in the development of work products that go forward to the CEO Committee. We are asking that each of the county's select one planning, community development, redevelopment or other responsible land use professional to participate in an SCS-related Regional Advisory Working Group. Therefore, please work with your Napa County colleagues to select your county's representative.

We expect that the working group would meet several times a year over the next 2-3 years on an *ad-hoc* basis, mostly to guide key milestone products as defined by SB 375. We anticipate the first committee meeting to be held in early 2010, and so would like to have nominations *by January 2010*.

You may contact Christy Riviere [ChristyR@abag.ca.gov](mailto:ChristyR@abag.ca.gov), 510-464-7923 with your nominations, or any questions you may have. Thank you for your help. We look forward to working with you.

Respectfully,

Ted Droettboom  
Regional Planning Program Director



January 7, 2010  
TAC Agenda Item 11  
Continued From: New

Action Requested: INFORMATION/ACTION

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter**

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**TO:** Technical Advisory Committee  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Deborah Brunner, Manager of Public Transit  
(707) 259-8778 / Email: dbrunner@nctpa.net  
**SUBJECT:** Transit Operations and Service Report

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### **RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

#### **REQUEST FOR PROPOSAL FOR A MARKET SEGMENTATION STUDY AND MARKETING PLAN DEVELOPMENT**

The purpose of this project will be to identify our potential market segments and marketing media to communicate our message and information with existing transit customers and potential customers, and to develop a transit message to grow ridership and attract new riders. The proposed RFP will be a two year contract with a one year option to undertake a market segment study, develop a marketing plan and assist in the development of specific marketing efforts to improve ridership. The goal is to award the contract in February 2010.

#### **MARKETING EFFORTS: ROUTES 1C AND 29**

In December 2009, NCTPA began marketing the Route 1C. Beginning in January an intense marketing campaign will begin for the Route 29 followed by the Route 11. Marketing elements include radio, print, television, movie theatre, and door hanger advertising. The television ad may be viewed at the following web link [http://www.skyhousemedia.com/items\\_Detail.php?ItemID=184](http://www.skyhousemedia.com/items_Detail.php?ItemID=184)

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## VINE AND VINE GO FARE INCREASE

New fares will take effect January 1, 2010 for the VINE and VINE Go services. English and Spanish bus boards were placed in all VINE buses, VINE Transit Center and major bus stops. Notices were provided to community stakeholders, press releases sent to all Napa Valley media and out-of-county media in Vallejo and Santa Rosa, Rider Alerts were issued, driver handouts were distributed and other actions taken.

## TROLLEY WINS FIRST PLACE IN HOLIDAY PARADE

A seriously decorated Trolley took first place for "Best Use of Lights" in the annual Napa Holiday Parade on November 28, 2009. NCTPA and the Queen of the Valley Hospital teamed up this year to deliver **Operation: With LOVE from HOME!** With first place came a \$500 award which will go toward purchasing thermals and socks for US Troops.



## TRANSIT SERVICES VEHICLE BRANDING

In an effort to consolidate Napa Valley transit services into a cohesive county-wide transit system, VINE Go and Community Shuttle vehicles will be branded with the decal shown below. The branding will assist passengers and the public identify all services (fixed route, paratransit and shuttle) as a part of the overall VINE Transit Services.



**A VINE Transit Service**

## VEHICLE MAINTENANCE REPORT

- New Flyers: the cause of intermittent 'shut downs' of buses 154 to 157 has been resolved after ISE (the hybrid ultra capacitor manufacturer from San Diego) came to Napa to correct the problems. Veolia reports that the buses are operating better now.
- New VINE mechanics recently spent 2-days in training with ISE to cover how to diagnose the electrical systems, the braking system (regenerative), wiring schematics and general trouble shooting.

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**BUS STOP MAINTENANCE**

Since October a full-time bus stop technician has been servicing stops throughout Napa Valley. The primary function is to clean bus shelters and benches, empty trash receptacles, paint, graffiti removal, install bus stop signs and route stickers, and make repairs to the bus zone and surrounding area.

**YOUNTVILLE SHUTTLE (TROLLEY)**

The Town provided Thanksgiving meals for residents at the newly opened Community Hall on Thanksgiving Day. The Yountville Trolley operated 'on demand' from 1:30 to 6 pm, and 75 trips were provided. The annual Yountville Festival of Lights is held the day after Thanksgiving, and this year 149 trips recorded. Ridership continues to reach new heights after its first full year operating longer, flex hours (see Attachment 1).

**FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

**SUPPORTING DOCUMENTS**

Attachment: (1) Transit Performance Statistics & Goals FY 09/10



**NCTPA TRANSIT PERFORMANCE STATISTICS & GOALS**  
Fiscal Year 09-10

**ATTACHMENT 1**  
**TAC Agenda Item 11**  
**January 7, 2010**

	Goal	Jul '09 Jul '08	Aug Aug	Sep Sep	Oct Oct	Nov Nov	Dec Dec	Jan '10 Jan '09	Feb Feb	Mar Mar	Apr Apr	May May	Jun Jun	Total/Avg Total
<b>VINE</b>														
Trips		64,506	56,034	59,674	61,689	49,049								290,952
Trips		63,565	55,457	59,202	65,388	51,175	46,400	58,885	54,848	56,783	59,073	55,981		628,757
Pass p/Rev Hr: Local	16	12.61	13.6	12.9										
: Route 10	12	8.2	12.1	13.8										
: Route 11	6	1.1	1.9	1.8	1.7	1.6								
: Route 29				1.9	1.4	1.7								
: FlexRide	2	3.5	5.1	3.2	3.7	3.6								
: NapaShutt	2			3.0	3.4	3.6								
Pass p/Rev Hour														
On Time	> 90%	97.3	89.5	85	91	91.8								
ADA Trip Denials: Rou	0	0	0	0	0	0								
Miles / Road Calls	< 1/10K Mi	30138	29181											
Farebox Recovery	20%													
Prev'able Accidents	30K Mi	0	1			0								
Mkg / Outreach Exp	2%													
Cost p/Trip														
Cost p/Trip		\$5.40	\$6.49	\$5.59	\$5.58	\$6.13	\$6.70							6.0
<b>Downtown Trolley</b>														
Trips		1338	1803											3,141
Trips		5402	3849	2601	1961	1779	2312	1809	1126	1633	1828	1647		25,947
Pass p/Rev Hr	16	12.8	4.9											8.9
Pass p/Rev Hour		14.6	9.8	7.1	4.9	4.7	6	4.8			4.6	4.1		6.7
On Time	> 90%	included in VINE statistics												
Cost p/Trip														
Cost p/Trip		\$4.28	\$7.86	\$9.77	\$13.00	\$14.03	\$11.88							10.1
<b>VINE Go</b>														
Trips		3044	2906	2938	3051	2706								14,645
Trips		2990	2670	2935	3198	2452	2591	2537	2438	2819	2897	2739	2987	33,223
Pass p/Rev Hr	2.0	19.6	2.4	2.6	2.5	2.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	94.1
Pass p/Rev Hour														2.3
On Time	90%	91.3	92.0	88.0	92.0	93.0								91.3
ADA Trip Denials	0	0	0	0	0	0								0
Cancellation Rate	5%	13.9	12.7	11.7	12.2	17.2								13.5
Miles / Road Calls	< 1/10K Mi	0	0	0	0	0								
Prev'able Accidents	30K MI	1	1	0	1	0								
Farebox Recovery	10%			%										#VALUE!
Cost p/Trip														
Cost p/Trip		\$36.61	\$37.40	\$37.07	\$34.84	\$37.37								\$ 36.99
<b>HandyVan</b>														
Trips		486	422	433	437	419								2,197
Trips		507	463	449	499	438	492	496	426	460	467	452	500	5,647
Pass p/Rev Hr	3.5	3.1	3.0	2.9	2.9	3.0		0.0	0.0	0.0		0.0	0.0	1.5
Pass p/Rev Hour		3.3	2.9	3.0	3.0	3.2	3.2	3.2	3.3	3.0	3.0	3.2	3.2	3.1
On Time	90%	90.0	92.3	96.0	96.0	96.0								
Miles / Road Calls	< 1/10K Mi	0		0		0								0
Farebox Recovery	10%													
Cost p/Trip														
Cost p/Trip		\$27.14	\$29.35	\$28.92	\$28.34	\$28.63								\$26.86
<b>St. Helena VINE</b>														
Trips		330	452	787	839	656								3,064
Trips		356	314	672	716	674	431	501	561	694	620	622	550	6,811
Pass p/Rev Hour	3.5	1.8	2.6	4.6	4.6	4.0	0.0	0.0	0.0	0.0		0.0	0.0	1.6
Pass p/Rev Hour		2.0	1.8	3.9	3.7	3.8	2.4	2.9	3.4	3.8	3.4	3.8	3.0	3.1
On Time	> 90%	90.0	95.0	95.0	96.0									
Miles / Road Calls	< 1/10K Mi	0		0	0	0								0.0
Farebox Recovery	10%													0%
Cost p/Trip														
Cost p/Trip		\$34.89	\$39.14	\$17.15	\$19.02	\$19.74								\$21.33
<b>Yountville Shuttle</b>														
Trips		1597	1278	1270	1814	1339								7,298
Trips		1914	952	756	772	775	692	675	803	1107	1038	1274	1350	12,108
Pass p/Rev Hour	3.5	9.2	5.5	6.0	7.5	6.5		0.0	0.0	0.0		0.0	0.0	3.5
Pass p/Rev Hour		11.1	5.4	4.7	4.4	4.7	3.7	2.9	3.8	5.1	4.6	5.0	6.2	4.2
On Time	> 90%	90.0	94.0	95.0	99.0	99.0								
Miles / Road Calls	< 1/10K Mi	0		0	0	0								0
Farebox Recovery	10%													#DIV/0!
Cost p/Trip														
Cost p/Trip		\$7.27	\$13.57	\$16.47	\$17.58	\$17.74								\$19.41
<b>ACT</b>														
Trips		900	895	874	930	867								4,466
Trips		883	799	809	927	782	817	780	737	827	842	801	840	9,844
Pass p/Rev Hour	3.5	5.2	4.8	4.5	4.5	4.7	0.0	0.0	0.0	0.0		0.0	0.0	2.2
Pass p/Rev Hour		4.1	4.1	4.0	4.3	4.5	3.3	4.0	4.1	4.0	4.0	4.2	4.0	4.1
On Time	> 90%	90.0	94.2	94.0	96.0	94.0								
Miles / Road Calls	< 1/10K Mi	0	0	0	0	0								0
Farebox Recovery	10%			%										
Cost p/Trip														
Cost p/Trip		\$20.86	\$21.28	\$20.77	\$20.76	\$19.81								20.7

**NOTES:**

Prior year statistics shaded

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**AGENDA**

**Wednesday, January 20, 2010**

**1:30 p.m.**

**NCTPA/NVTA Conference Room  
707 Randolph Street, Suite 100  
Napa CA 94559**

**General Information**

*All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at [www.nctpa.net/m\\_a.cfm](http://www.nctpa.net/m_a.cfm) at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.*

*Members of the public may speak to the Board on any item at the time the Board is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the Board Secretary. Also, members of the public are invited to address the Board on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

*This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Karrie Sanderlin, NCTPA Board Secretary, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.*

*This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – NCTPA Board or go to [www.nctpa.net/m\\_a.cfm](http://www.nctpa.net/m_a.cfm)*



## **ITEMS**

1. Call to Order – Chair Jim Krider
2. Pledge of Allegiance
3. Roll Call

### **Members:**

Leon Garcia, Mayor	City of American Canyon
Joan Bennett	City of American Canyon
Jack Gingles, Mayor	City of Calistoga
Michael Dunsford	City of Calistoga
Jill Techel, Mayor	City of Napa
Jim Krider	City of Napa
Bill Dodd	County of Napa
Mark Luce, BOS Chair	County of Napa
Del Britton, Mayor	City of St. Helena
Eric Sklar	City of St. Helena
Cynthia Saucerman, Mayor	Town of Yountville
Lewis Chilton	Town of Yountville
JoAnn Busenbark	Paratransit Coordinating Council

4. Public Comment
5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update
6. Directors Update
7. Caltrans Update

### **8. CONSENT ITEMS (8.1 – 8.9)**

### **RECOMMENDATION**

- 8.1 Approval of Meeting Minutes of December 16, 2009 (Karrie Sanderlin) (*Pages xx-xx*)

APPROVE

- 8.2 Approval of the First Amendment of the NCTPA/Veolia Agreement #10-01 for Transit Services Contract (Deborah Brunner) (*Pages xx-xx*)

APPROVE

Board action will (1) authorize the Executive Director to execute said amendment with the maximum compensation to include up to \$428,000 for bus stop improvements in FY 09/10; (2) allow for the provision of bus stop shelters, bench and amenity purchases by Veolia Transportation or sub-contractor; and (3) installation of shelters, benches and amenities by Veolia Transportation or sub-contractor.

- 8.3 Approval of the Second Amendment of the NCTPA/Veolia Agreement #10-01 for Transit Services Contract (Deborah Brunner) *(Pages xx-xx)*

APPROVE

Board action will approve a Second Amendment to provide marketing capabilities in an amount not to exceed \$162,033.

- 8.4 FY 08/09 Independent External Audit Report for NCTPA (Antonio Onorato) *(Pages xx-xx)*

ACCEPT AND FILE

Board action will accept and file the FY 08/09 NCTPA audit and return \$2,966,927 to the County's Local Transportation Fund.

- 8.5 Evaluation Selection and Recommendation Committee (ESRC) Report for Request For Qualifications (RFQ) #2009-05 On-Call Engineering and Project Delivery Services for the Napa County Transportation and Planning Agency (Diana Vargas) *(Pages xx-xx)*

APPROVE

Board action will authorize the Executive Director to short-list the top four (4) ranked firms listed in ESRC report to enter into contract to provide On-Call Engineering and Project Delivery Services.

- 8.6 Approval of Professional Services Agreement (PSA) for a Short Range Transit Plan (SRTP) (Diana Vargas) *(Pages xx-xx)*

APPROVE

Board action will authorize the Executive Director to enter into an agreement for a SRTP services contract in an amount not to exceed \$ XX,XXX.

- 8.7 Approve of Resolution No. 10-XX Revising the Bicycle Advisory Committee (BAC) Bylaws to Change Meeting Time (Eliot Hurwitz) *(Pages xx-xx)*

APPROVE

Board action will approve change to the meeting time of the BAC.

- 8.8 Approve of Resolution No. 10-XX to Revise the Arts Commission Bylaws to Add Members (Eliot Hurwitz) (*Pages xx-xx*)

APPROVE

Board action will approve revisions to the Arts Commission Bylaws.

- 8.9 Approval of Second Amendment with Jakes Associated Inc. (Deborah Brunner) (*Pages xx-xx*)

APPROVE

Board action will authorize the Executive Director to execute said amendment.

9. **REGULAR AGENDA ITEMS – TRANSPORTATION**

**RECOMMENDATION**

- 9.1 Transit Efficiency Committee (TEC) Report to the Board (Paul W. Price) (*Pages xx-xx*)

INFORMATION

Staff will provide a report of the December 16, 2009 TEC meeting.

10. **INTERJURISDICTIONAL ISSUES FORUM**

**RECOMMENDATION**

- 10.1 Interjurisdictional Issues Discussion Forum and Information Exchange

INFORMATION

Members are encouraged to share specific new projects with interjurisdictional impacts

11. **CLOSED SESSION**

- 11.1 **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**

Significant exposure to litigation pursuant to Government Code 54956.9 (a): (1 case). MV Transportation Inc., case number 2650318 of Napa County Superior Court.

- 11.2 **Public Employees Performance Evaluation** (Government Code Section 54957)

Title: Executive Director

12. **ADJOURNMENT**

**RECOMMENDATION**

Approval of Next Regular Meeting Date of Wednesday February 17, 2010 and Adjournment

APPROVE

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**MINUTES**

**Wednesday, December 16, 2009**

**1:30 p.m.**

**ITEMS**

**1. Call to Order**

Chair Krider called the meeting to order at 1:30 p.m.

**2. Pledge of Allegiance**

Mayor Jack Gingles led the salute to the flag.

**3. Roll Call**

**Members Present:**

Leon Garcia	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Mark Luce	County of Napa
Keith Caldwell	County of Napa – participating as a non-voting member
Del Britton	City of St. Helena
Eric Sklar	City of St. Helena
Lewis Chilton	Town of Yountville
Cynthia Saucerman	Town of Yountville

**Non-Voting Member Present:**

JoAnn Busenbark

Paratransit Coordinating Council

**Members Absent:**

Joan Bennett  
Bill Dodd

City of American Canyon  
County of Napa

**4. Public Comment**

**5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update**

No reports given.

**6. Directors Update**

*Paul W. Price, Executive Director*

**7. Caltrans Update**

Ahmad Rahimi, Caltrans, provided an update on the status of various projects located throughout the county.

**8. CONSENT ITEMS (8.1 – 8.6)**

**8.1 Approval of Meeting Minutes of September 16, 2009, October 21, 2009 and November 18, 2009**

Board action approved the meeting minutes of September 16, 2009, October 21, 2009, and November 18, 2009.

**8.2 Approval of Amendment No. 7 to the Joint Powers Agreement for the Napa County Transportation and Planning Agency (NCTPA)**

Board action approved the amendment to the NCTPA Joint Powers Agreement.

**8.3 Approval of Revised Personnel Policies and Procedures Manual**

Board action approved the revised NCTPA Personnel Policies Manual.

**8.4 Approval of Professional Services Agreement (PSA) for a Comprehensive Compensation and Classification Study**

Provided was an updated version of Consent Item 8.4. This revision included the recommendation from the Evaluation Selection and Recommendation Committee to award the contract to CPS Human Resources. CPS received 81 points out of a possible 100 point.



Board action authorized the Executive Director to enter into an agreement for a Comprehensive Compensation and Classification Study services contract in an amount not to exceed \$ 33,855.

**8.5 Approval to Surplus and Sell Transit Fleet Vehicles**

Board action approved (1) the surplus of specified transit fleet vehicles and (2) authorizing the Executive Director to sell surplus vehicles by auction and redirect the sales revenue into the transit budget.

**8.6 Approval of Resolution 09-38 Support for Transportation for America Efforts**

Board action approved Resolution No. 09-38 supporting Transportation for America's efforts in asking the USDOT to make safer streets a priority.

**9. REGULAR AGENDA ITEMS – TRANSPORTATION**

**9.1 Update on Transit Project Funding and Tracking**

Staff reviewed a brief summary of upcoming transit projects along with a matrix that agency personnel utilize to track and differentiate respective project funding streams.

Board action received and filed the report on the status of various transit projects.

**10. INTERJURISDICTIONAL ISSUES FORUM**

**10.1 Napa Countywide Preliminary Draft Climate Protection Action Plan**

An update of the Napa Countywide Preliminary Draft Climate Protection Action Plan will be provided.

**10.2 Interjurisdictional Issues Discussion Forum and Information Exchange**

No reports given.

Adjourned to Closed Session at 3:15 p.m.

**11. CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**



Significant exposure to litigation pursuant to Government Code 54956.9 (a): (1 case).

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: (1 case)

Adjourned to Open Session at 3:25 p.m.

Susan McGuigan, NCTPA Legal Counsel, reported that there was no reportable action taken during closed session.

**12. ADJOURNMENT**

Approval of Next Regular Meeting Date of Wednesday January 16, 2010 and Adjournment



January 20, 2010  
NCTPA Agenda Item 8.2  
Continued From: New  
Action Requested: APPROVE

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Deborah Brunner, Manager of Public Transit  
(707) 259-8778 / Email: [dbrunner@nctpa.net](mailto:dbrunner@nctpa.net)  
**SUBJECT:** Approval of the First Amendment of the NCTPA/Veolia Agreement  
No. #10-01 for Transit Services Contract

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### **RECOMMENDATION**

That the NCTPA Board approves Amendment No. 1 of NCTPA's Transit Service Agreement No. #10-01 to: (1) authorize the Executive Director to execute said amendment with the maximum compensation to include up to \$225,000 for bus stop improvements in calendar year 2010; (2) allow for the provision of bus stop shelters, bench and amenity purchases by Veolia Transportation or sub-contractor; and (3) installation of shelters, benches and amenities by Veolia Transportation or sub-contractor.

### **EXECUTIVE SUMMARY**

NCTPA has received various grants and funding claims for bus stop improvements and the current year allocation totals \$223,740. This amendment will allow Veolia to undertake the Bus Stop Improvement Project (Attachments 2 and 3). Improvements will be completed by December 31, 2010 unless the NCTPA Board of Directors grants an extension at its sole discretion.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes. In FY 09/10, NCTPA has received \$223,740 in allocations for NCTPA's Bus Stop Improvements Project.

### **CEQA REQUIREMENTS**

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action which has the potential for resulting in

either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

### **BACKGROUND AND DISCUSSION**

Veolia is contractually responsible for the operations, maintenance and facility maintenance of the NCTPA transit services and vehicles (VINE, VINE Go and Community Shuttle). By approving the proposed First Amendment, NCTPA will contract directly with Veolia for bus stop improvements to purchase and install bus shelters, benches, trash bins, kiosks and other amenities. At this time, under the terms of the transit services contract, Veolia has one full time Bus Stop Technician that maintains bus stops which includes repairs, signage, painting, cleaning and other functions as needed.

### **SUPPORTING DOCUMENTS**

- Attachment: (1) Resolution No. 09-32  
(2) Bus Stop Improvements Project Listing, FY 09/10  
(3) Bus Stop Improvements Price Schedule, Veolia Transportation



January 20, 2010  
NCTPA Agenda Item 8.4  
Continued From: New  
**Action Requested: ACCEPT AND FILE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Antonio Onorato- Manager of Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** FY 08/09 Independent External Audit Report for NCTPA

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### **RECOMMENDATION**

NCTPA Board approval authorizes acceptance and filing of the FY 08/09 NCTPA audit and the return of \$2,966,927 to the County's Local Transportation Fund.

### **EXECUTIVE SUMMARY**

NCTPA is required to complete an annual financial audit and a federal single audit report. Brown Armstrong Certified Public Accountants have completed both for NCTPA for FY 08/09.

Attachment 1 is the Single Audit Report for the fiscal year ended June 30, 2009. Attachment 2 is the Audit Report for the year ended June 30, 2009. This report provides a discussion of findings in the FY 08/09 audit.

### **FISCAL IMPACT**

NCTPA will return the unspent portion of TDA in the amount of \$2,966,927 to the Local Transportation Fund (TDA trust account) as indicated by the audit. These funds will be available in FY 09/10 for transit capital projects.

### **CEQA REQUIREMENTS**

The proposed action is a project as defined in Section 15378 of the CEQA Guidelines. This project has received the necessary CEQA action from the City of Napa and the necessary federal action (NEPA) from the Federal Transit Administration (FTA).

## **BACKGROUND AND DISCUSSION**

NCTPA's Audit for FY 08/09 was prepared by Brown Armstrong Certified Public Accountants in accordance with auditing standards generally accepted in the United States. The report includes a Management's Discussion and Analysis, basic financial statements including government-wide and three separate fund financial statements, notes to the statements, and other required and non-required supplementary information. Additionally, Brown Armstrong prepared a separate Single Audit Report (Attachment 2) for discussing findings of weakness and deficiencies in internal controls. This Audit will also be the first to have year over year analyses and comparative financial statements.

### **NCTPA Financial Activities**

NCTPA financial activities are separated into three fund types:

1. **Governmental Fund Type (or Special Revenue Funds):** This fund type accounts for all of the non-trust, non-transit, non-capital activities of NCTPA. It includes Agency administration, Paratransit Coordinating Council, Pass through activities and planning costs. The Governmental Fund balance as of June 30, 2009 was \$198,206.
2. **Proprietary Fund Type (or Enterprise Fund):** This fund accounts for the financial activity for all of the transit services. At the end of FY 08/09, the enterprise fund held \$2,966,927 in excess revenue. These funds will be returned by June 30, 2010 to the Napa County Local Transportation Fund (Transportation Development Act (TDA) trust) for future use.
3. **Fiduciary Funds (or Expendable Trust Funds):** This fund type accounts for the Abandoned Vehicles Abatement Trust (AVAA) and the Bay Area Air Quality Management (BAAQMD) Fund. These funds pass through NCTPA to other agencies. NCTPA charges an administration fee to the BAAQMD program. At the end of FY 08/09, the Fiduciary Fund Type shows net assets of \$999,071 due to the carry over of projects into later years.

### **Changes in Net Assets**

In Fiscal Year 2007-2008, NCTPA net asset's, governmental and business type combined, decreased by \$775,126 or 12.25%. Under business-type activities, NCTPA conducted ongoing capital maintenance on its fleet and made new capital investments in the form of two paratransit buses.

The governmental activities net assets decreased by \$248,177 in local funds. This decrease resulted from administrative delays in several grant reimbursements, but that



revenue will be realized in FY09/10. The net result is an overall decrease in net assets from \$6,324,757 in FY 07/08 to \$5,549,631 in FY 08/09.

### **Farebox Ratio**

The audit calculates the farebox ratio for the services and determines compliance with the TDA statute requiring a specific farebox recovery ratio. Penalties may apply to transit services that are unable to meet the requirement.

The VINE combined with the Downtown Trolley and American Canyon Transit are required to make a 17% farebox recovery and made a 16.09% farebox ratio in FY 08/09. The Agency was not in compliance with the minimum farebox ratio required for Article 4 transit operations.

The Agency will make up the 1% difference in FY09/10 with a 10 cent increase in VINE and VINE Go fares beginning in January 2010, savings achieved from the elimination of the Trolley service, savings achieved from the multi-year contract with our purchased transportation contract provider, increased ridership from expected route changes, and initiation of regional marketing campaigns to encourage the use public transportation as a viable alternative.

The combined Article 8 services, including VINE Go, the Yountville Shuttle, the Calistoga Handy Van, the St. Helena VINE Shuttle and the Taxi Scrip Program are required to make 10% and achieved a 13.36% ratio.

### **Findings**

There were no financial findings in the FY08/09 audit. Material weaknesses and deficiencies have been identified by Brown Armstrong which has been address by NCTPA.

As discussed in detail in the attached Management Report, in performing the FY 08/09 audit Brown Armstrong noted findings of significant deficiencies and material weakness in NCTPA's internal controls over financial reporting. These findings are related to NCTPA's practices accounting for:

- Policies and Procedures
- Financial Statement Closing and Reporting
- Collecting Grants Receivable
- Control Activities
- FTA/FHWA Grant Compliance

NCTPA management concurs with the above observations and recommendations and expects all of the necessary steps to fully address this issue will be completed over the course of FY09/10.



The complete audits are available on request and will be distributed to Board members at the meeting.

**SUPPORTING DOCUMENTS**

- Attachments: (1) Single Audit Report  
(2) NCTPA Audit Report for the Fiscal Year Ending June 30, 2009

DRAFT



January 20, 2010  
NCTPA Agenda Item 9.1  
Continued From: New  
**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Paul W. Price, Executive Director  
**REPORT BY:** Paul W. Price, Executive Director  
(707) 259-8634 / Email: [pprice@nctpa.net](mailto:pprice@nctpa.net)  
**SUBJECT:** Transit Efficiency Committee Report to the Board

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### **RECOMMENDATION**

Information item.

### **EXECUTIVE SUMMARY**

The Board has established a Transit Efficiency Committee (TEC) to review the performance of its Transit Services Contractor (Veolia Transportation Services, Inc.) in meeting performance goals established as a result of the new Transit Service contract. The first quarterly meeting was held on December 16, 2009. Attached to this agenda item is a summary of the performance indicators presented to the TEC.

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

### **CEQA REQUIREMENTS**

The proposed action is a project as defined in Section 15378 of the CEQA Guidelines. This project has received the necessary CEQA action from the City of Napa and the necessary federal action (NEPA) from the Federal Transit Administration (FTA).

### **BACKGROUND AND DISCUSSION**

At its August 5, 2009 Board meeting, the Board created a Transit Efficiency Committee whose function is to review the performance of our Transit Services contract operator in regards to safety, on-time performance, customer complaints, and reliability of the vine and Vine Go operations. The first quarterly meeting of the committee was held on

December 16, 2009 and the committee discussed (1) miles between roads calls; (2) complaints; (3) on-time performance; (4) accident frequency rate, and (5) NCTPA technology plan update.

On the issue of miles between road calls, the NCTPA has set its standard to at least 10,000 miles between road calls. Veolia has significantly exceeded that standard by posting approximately 68,000 miles between road calls in September and 106,000 miles between road calls in October. The new buses and improved Veolia oversight of maintenance practices (including merging the Vine and Vine Go maintenance facility) have contributed to this improvement.

For complaints, the NCTPA standard is one complaint per 15,000 riders (approximately 4 per month). Veolia has exceeded this goal by posting approximately 2 complaints per month or one complaint per 30,000 riders. The committee has requested that a matrix as to the nature of the complaints be provided as additional information in the next meeting.

For on-time performance, the NCTPA goal is 90% on-time (no more than 3 minutes late at a time point). In this performance area, on average over the last 4 months, Veolia is slightly over the goal (91% actual vs. 90% goal). This is an area that will need further review both from a scheduling perspective and from a driver adherence perspective. The NCTPA may need to develop a scheduling strategy that provides more time in the schedule in peak hours and weekends to match the traffic congestion on the roads. The committee asked to see a matrix, by route, of the route performance by route and time-of-day to better assess the issue.

The accident information is sub-divided by accident rate, severity, and cost per claim. As agreed to in the contract between the parties, the CalTIP rate, severity, and cost per claim averages will be used to measure Veolia performance. For accident rate, the goal was one claim per 100,000 miles. For June and August of 2009, Veolia exceeded that rate. However, in July and August Veolia slightly exceeded the goal and in September 2009 Veolia had no accidents. On average, Veolia is at 1.45 accidents per 100,000 miles verses a goal of 1 accidents per 100,000 miles.

On a far better note, the accidents that Veolia is having are minor low value accidents. The CalTIP average severity rate is \$4,954 and Veolia's severity rate is \$1,362.62 for June through October. The same hold true for average cost to settle the claim (which includes adjusting fees). For CalTIP that average is \$5,484 verses Veolia actual of \$1,880.

The NCTPA technology update component identifies those IS elements that are to be added or updated in the new contract and the status of those tasks

### **SUPPORTING DOCUMENTS**

Attachment: (1) Transit Efficiency Committee, December 2009 report